

POSITION INFORMATION (For a description of the major duties and responsibilities see attached)				Agency Position No. VN018						
Reason for Submission <input checked="" type="checkbox"/> Redescription <input type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation (Show any positions replaced)	Service <input checked="" type="checkbox"/> Hdqtrs <input type="checkbox"/> Field	Employing Office Location Washington, DC	Duty Station Washington, DC	OPM Certification No.						
	Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt	Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest		Subject to IA Action						
	Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR) <input type="checkbox"/> NA	Position Is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither	Sensitivity <input type="checkbox"/> Public <input checked="" type="checkbox"/> Trust - moderate Risk (Minimal Impact) Code 5	Competitive Level Code 0000		Agency Use 1533				
Functional Classification Code: 00 - Not Applicable										
Official Title: GS-0341-12 Administrative Officer			Classified/Graded by: Dana Johnson							
Organizational Title of Position (if different from official title)			Name of Employee (if vacant, specify)							
Department, Agency, or Establishment U.S. Department of Justice			Third Subdivision Office of the Deputy Director for Investigative & Forensic Sciences, Operations and Communications							
First Subdivision Office of Justice Programs			Fourth Subdivision Office of Operations							
Second Subdivision National Institute of Justice			Fifth Subdivision							
Employee Review-This is an accurate description of the major duties and responsibilities of my position.			Signature of Employee(optional)							
Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statement may constitute violations of such statutes or their implementing regulations.										
Name and Title of Immediate Supervisor Diane Hughes, Office Director			Typed Name and Title of Higher-Level Supervisor or Manager (optional)							
Signature <i>[Signature]</i>		Date 11-8-2010	Signature		Date					
Classification/Job Grading Certification. I certify that this position has been classified/graded as required by title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.			Position Classification Standards Used in classifying/Grading Position Administrative Officer Series Flysheet/Administrative Analysis Grade Evaluation Guide; February 1968/ August 1990; TS-72/TS-98							
Typed Name and Title of Official Taking Action Dana Johnson, HR Specialist			Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.							
Signature <i>[Signature]</i>		Date 11-5-10								
Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
Employee (optional)										
Supervisor										
Classifier										
Remarks FPL: GS-12										

Administrative Officer, GS-0341-12

Position Number: VN018

Introductory Statement: This position is located in the National Institute of Justice (NIJ), Office of Operations. The incumbent facilitates the accomplishment of NIJ's mission by providing internal office support in a wide range of administrative management areas. This includes, but is not limited to, providing administrative, managerial and organization support in personnel administration, facilities, property and supply management, procurement of goods and services, documents and suspense control, and other areas of a similar or comparable nature.

Administrative Management of an Organization 35%

Serves as an integral resource to NIJ's management team. Analyzes organizational priorities and provides a wide range of liaison services to support administrative aspects for a significant agency component, such as NIJ. Develops and implements administrative policies and procedures for the organization. Advises management and staff in the interpretation and application of administrative procedures. Defines goals to be met on major program issues, recommends a course of action, and implements the alternative policies chosen for various administrative areas of the organization, such as supplies, service and equipment procurement, personnel and workforce utilization, office renovation and space utilization.

Performs in-depth analyses in order to develop and interpret administrative procedures and policies for effective administration operation with the organization. Provides policy guidance and direction to managers. Interprets agency regulations. Develops and coordinates policies and procedures covering internal operations for NIJ. Formulates plans and provides advice on resolving problems.

Human Resources Administration and Management Work 30%

Plans for and provides a wide range of liaison services to support human resources administrative activities of a complex or specialized nature for NIJ, such as developing informational materials for widespread internal distribution based on knowledge of human resources operations. Serves as primary liaison to the human resources office.

Provides advice and assistance to managers and staff concerning complex human resources-related issues in the areas of classification, recruitment, promotions, leave administration, performance and conduct issues, adverse actions, training and staff recognition, ensuring that personnel actions comply with legal requirements and government/agency human resources policies, regulations, and procedures. Drafts and submits all personnel actions, tracking them through the various administrative levels of the organization. Works with managers and supervisors to determine position sensitivity and clearance levels for new and existing positions. Coordinates the administrative aspects of the initial background investigation process for new hires and current employees with changes in their clearance levels. Tracks the status and completion of investigation paperwork before submitting to the Human Resources Division's Personnel Security section.

Analyzes and makes recommendations for best utilization of human resources. Provides guidance and assistance to supervisors and staff on all human resources issues. Communicates, interprets, and advises on human resources policies, regulations, and procedures. Calls management's attention to problems that require the Human Resources Division intervention or correction. Keeps managers informed of the status of on-going personnel actions. Provides advice on solving complex human resources-related problems.

Procurement and Contracting Administration 15%

Analyzes and provides advisory services to support the administration of a wide range of organizational procurements, some with new or unusual requirements, such as counseling managers on the process for reviewing procurement actions for adequacy and compliance with Federal regulations and agency policies. Analyzes support processes and provides guidance for administering procurements that require

varying approaches. Plans, develops, and coordinates the organization's supply and procurement program.

Evaluates and resolves problems with widespread impact on the effectiveness of large procurements, such as developing a streamlined process for reviewing procurement actions for adequacy and compliance with Federal regulations and NIJ policies.

Serves as the NIJ primary purchase card holder, ensuring that purchases are in conformance with regulations and guidelines, and documents purchases in accordance with NIJ established procedures and reconciles monthly statements prior to submitting to approval official for signatures. Responsible for overseeing the use of NIJ's travel account and closely monitors its use and reconciles monthly travel card reports of NIJ travel card holders. Brings to the attention of supervisor, those employees who have delinquent accounts as well as those who have questionable purchases.

Facility Services, Property and Supply Administration 15%

Coordinates special requirements for hard-to-find supplies or services that are difficult to obtain or require complex negotiations, or office moves that require extensive coordination. Ensures that administrative needs are taken care of for operational services such as water, electricity, and telecommunications and audiovisual equipment operation.

Conducts security reviews of facilities. Provides security briefings to employees. Implements security measures regarding entry authorization of employees and visitors to the building. Investigates and assesses compromises of sensitive/classified materials.

Evaluates safety requirements for the organization. Conducts periodic inspections for safety concerns and evaluates safety and mishap incident reports. Ensures corrective actions are taken to correct safety deficiencies.

Plans and coordinates administrative aspects of office moves, office renovation, and other facility improvements that require extensive coordination of property, services, and facilities such as furniture, equipment, telephones, computers and short-term storage. Works with other OJP offices to arrange and coordinate such activities.

Takes periodic inventory of all equipment and property, resolving discrepancies on inventory lists with actual inventory. Prepares necessary documents for the accession and de-accession of equipment and property. Conducts periodic surveys of equipment and property use, recommending action as necessary to ensure economical and efficient use of equipment and property. Coordinates requirements for managing capitalized, accountable, technical, and all other assigned property. Certifies classification and destruction of property. Oversees property management program to ensure optimum utilization of issued property.

Freedom of Information Act (FOIA) and Privacy Act (PA) Request Coordination 5%

Reviews and coordinates requests involving issues not covered by precedent decisions related to FOIA and/or PA disclosure.

Reviews incoming requests, contacting the requester for clarification. Researches requests, identifies legal issues, and analyzes whether there is any basis to assert an exemption to disclosure. Conducts extensive record searches and makes disclosure determinations. Drafts outgoing responses that ensure complete coverage of all issues, proper coordination with the appropriate parties, and compliance with FOIA/PA regulations and policies.

OTHER SIGNIFICANT FACTS:

Performs other duties as assigned.

Factor 1-7 Knowledge Required by the Position

The position requires knowledge and skill in applying analytical and evaluative methods and techniques to issues or functions related to office administration; knowledge of pertinent laws, regulations, policies and precedents which affect administrative operations; knowledge of the major issues, program goals

and objectives, work processes, and administrative operations of the organization; knowledge and skill in adapting analytical techniques and evaluation criteria to the measurement and improvement of program effectiveness and/or organizational productivity; skill in conducting detailed analyses of complex functions and work processes; and interpersonal skills in presenting staffing recommendations and negotiating solutions to disputed recommendations.

Factor 2- 4 Supervisory Controls

The supervisor and employee develop a mutually acceptable project plan which typically includes identification of the work to be done, the scope of the project, and deadlines for its completion. Within the parameters of the approved project plan, the employee is responsible for planning and organizing the work, estimating costs, coordinating with staff and line management personnel, and conducting all phases of the project. The employee informs the supervisor of potentially controversial findings, issues, or problems with widespread impact. Completed projects, evaluations, reports, or recommendations are reviewed by the supervisor for compatibility with organizational goals, guidelines, and effectiveness in achieving intended objectives.

Factor 3- 4 Guidelines

Guidelines consist of general administrative policies and management and organizational theories which require considerable adaptation and/or interpretation for application to issues and problems studied. Administrative policies and precedent studies provide a basic outline of results desired, but do not go into detail as to the methods used to accomplish the project. Administrative guidelines usually cover program goals and objectives of the employing organization. Within the context of broad regulatory guidelines the employee may refine or develop more specific guidelines such as implementing regulations or methods.

Factor 4- 5 Complexity

Plans and implements administrative program for an organization. Develops detailed plans, goals, and objectives for the long-range implementation and administration of the program, and/or develops criteria for evaluating the effectiveness of the program. Decisions concerning planning, organizing, and conducting work are complicated by conflicting program goals and objectives. Assignments are complicated by the need to deal with subjective concepts, the quality and quantity of actions are measurable primarily in predictive terms, and findings and conclusions are highly subjective and not readily susceptible to verification through replication of study methods or reevaluation of results. Options, recommendations, and conclusions take into account and give appropriate weight to uncertainties about the data and other variables which affect long-range program performance.

Factor 5- 4 Scope and Effect

The purpose of the position is to plan and carry out programs in various administrative areas, such as human resources, supply, records management, management and program analysis, forms management, budget, etc., to provide for the administrative support of organizations. The employee establishes criteria to measure and/or predict the attainment of program and/or organizational goals and objectives which contribute to the improvement of productivity, effectiveness, and efficiency in program operations and/or administrative support activities at different echelons and/or geographical locations within the agency. The services provided affect the planning, goals, and effectiveness of missions and programs in various agency organizations or locations, and may affect the nature of administrative work done in components of other agencies.

Factor 6- 3 Personal Contacts

Contacts are with persons outside the agency which may include consultants, contractors, or business executives in a moderately unstructured setting. Contacts may also include the head of the employing agency or program officials several managerial levels removed from the employee when such contacts occur on an ad-hoc basis.

Factor 7- 3 Purpose of Contacts

The purpose of contacts is to influence managers or other officials to accept and implement findings and

recommendations on administrative operations. May encounter resistance due to such issues as organizational conflict, competing objectives, or resource problems.

Factor 8- 1. Physical Demands

The work is primarily sedentary, although some slight physical effort may be required.

Factor 9- 1 Work:Environment

Work is typically performed in an adequately lighted and climate controlled office. May require occasional travel.